



Send completed form to  
DAS/Finance, Attention PTS Security.

## Payment Tracking System (PTS) Departmental Access Request Form

### Request Type

New (Sections 1 & 5)

Delete (Sections 1 & 5)

### Section 1 Individual Information

Name

Title

Phone

Agency

Division

E-Mail Address

### Section 2 Security Information (For DAS/Finance Only)

User ID \_\_\_\_\_

### Section 3 DAS/Finance Approval (For DAS/Finance Only)

\_\_\_\_\_  
PTS Operations Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
PTS Security Administrator

\_\_\_\_\_  
Date

### Section 4 Profile Options (For DAS/Finance Only)

#### Finance Profiles

PTS Supervisor  
Disbursements  
PTS Security  
PTS Reconciliation  
System Control

#### Agency Profiles

State Treasurer  
Agency Supervisor  
Agency Staff

### Section 5 Signatures

I understand that it is a breach of security to divulge my login ID and password. Failure to comply could result in removal of my access to the system.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date